

KIRK D. WILLIS, P.C.
A Professional Corporation

**GENERAL SERVICES ADMINISTRATION
FEDERAL ACQUISITION SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/PRICE LIST**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**, a menu-driven database system. The INTERNET address for **GSA Advantage!** is **<http://www.gsaadvantage.gov>**

SCHEDULE TITLE: Financial and Business Solutions (FABS)

FSC GROUP: 520

CONTRACT NUMBER: GS-23F-059BA

CONTRACT PERIOD: September 3, 2014 to September 2, 2019

For more information on ordering from Federal Supply Schedules click on the **GSA Schedules** **link** at **www.gsa.gov**

CONTRACTOR:
Kirk D. Willis, P.C.
10440 N. Central Expressway, Suite 520
Dallas, TX 75231
Phone number: 214-736-9433
Fax number: 214-736-9994
www.thewillislawgroup.com
kwillis@thewillislawgroup.com

CONTRACTOR'S ADMINISTRATION SOURCE:
Kirk D. Willis

BUSINESS SIZE:
Small

CUSTOMER INFORMATION:

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)

SIN	DESCRIPTION
520 6	Professional Legal Services

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN: N/A

1c. HOURLY RATES:

SIN	Service Proposed	Prices offered to GSA
520 6	Partner/Counsel	\$268.77
520 6	Senior Counsel	\$244.33
520 6	Counsel	\$215.01
520 6	Associate	\$205.24
520 6	Legal Assistant/Law Clerk	\$102.62
520 6	Paralegal/Law Clerk	\$97.73

2. MAXIMUM ORDER*: \$1,000,000

*If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

3. MINIMUM ORDER: \$100

4. GEOGRAPHIC COVERAGE: 48 contiguous states, Alaska, Hawaii, Washington D.C., Puerto Rico, U.S. Territories, and to a port or consolidation point within the aforementioned locations for orders that are received from overseas activities.

5. POINT(S) OF PRODUCTION: 10440 N. Central Expressway, Suite 520 Dallas, TX 75231

6. DISCOUNT FROM LIST PRICES: Prices shown are GSA Net, discount deducted.

7. QUANTITY DISCOUNT(S): Additional 1% on orders \$100,000 or more

8. PROMPT PAYMENT TERMS: Net 30 days

9a. Government Purchase Cards must be accepted at or below the micro-purchase threshold.

9b. Government Purchase Cards are accepted above the micro-purchase threshold.

10. FOREIGN ITEMS: N/A

11a. TIME OF DELIVERY: Determined on task order level

11b. EXPEDITED DELIVERY: Contact contractor

- 11c. OVERNIGHT AND 2-DAY DELIVERY:** Contact contractor
- 11d. URGENT REQUIREMENTS:** Agencies can contact the Contractor's representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.
- 12. FOB POINT:** N/A
- 13a. ORDERING ADDRESS:** 10440 N. Central Expressway, Suite 520 Dallas, TX 75231
- 13b. ORDERING PROCEDURES:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3
- 14. PAYMENT ADDRESS:** 10440 N. Central Expressway, Suite 520 Dallas, TX 75231
- 15. WARRANTY PROVISION:** SCW
- 16. EXPORT PACKING CHARGES:** N/A
- 17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** N/A
- 18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):** N/A
- 19. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):** N/A
- 20. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE):** N/A
- 20a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):** N/A
- 21. LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):** N/A
- 22. LIST OF PARTICIPATING DEALERS (IF APPLICABLE):** N/A
- 23. PREVENTIVE MAINTENANCE (IF APPLICABLE):** N/A
- 24a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):** N/A
- 24b. Section 508 Compliance for EIT:** N/A
- 25. DUNS NUMBER:** 967307765
- 26. Contractor has an active registration in the SAM database.**

Job Descriptions

Partner / Counsel

25+ years since first admitted to bar. Must be licensed to practice law in one or more states and/or the District of Columbia with expertise in corporate, tax, bankruptcy, real estate, securities, contract, and/or mortgage banking law. Must have supervisory skills to manage complex legal matters and oversee the professional performance of associates, counsel and legal assistants. Has superior knowledge of the law and has excellent writing and oral skills

- Educational Requirement: Bachelor's Degree and Juris Doctor (JD) degree from ABA approved law school.

Senior Counsel

(Licensed Attorney with a minimum of 20 years' experience as partner with private law firm, in-house corporate counsel or government agency) - This category encompasses attorneys with extensive background in corporate, tax, bankruptcy, real estate, securities, contract or mortgage banking law and transactions related thereto. All attorneys in this category are members of the bars of at least two of the states of Maryland, Virginia, District of Columbia, Pennsylvania and North Carolina, are graduates of top-rank law schools and have at least 20 years of experience as a partner in a private law firm, in-house corporate counsel or government agency.

- Educational Requirement: Bachelor's Degree and Juris Doctor (JD) degree from ABA approved law school.

Counsel

(Licensed Attorney with a minimum of 10 years' experience with private law firm, in-house corporate counsel or government agency) - This category encompasses attorneys with extensive background in corporate, tax, bankruptcy, real estate, securities, contract or mortgage banking law and disputes related there to, including resolution of such disputes. All attorneys in this category are members of the bar of at least one state or the District of Columbia.

- Educational Requirement: Bachelor's Degree and Juris Doctor (JD) degree from ABA approved law school.

Associate

(Licensed Attorney with a minimum of five years of experience with private law firm, in-house corporate counsel or government agency) - This category encompasses attorneys with background in corporate, tax, bankruptcy, real estate, securities, contract or mortgage banking law and disputes related thereto, including litigation or other resolution of such disputes. All attorneys in this category are graduates of an ABA-accredited law school and are members of the bar of at least one state or the District of Columbia.

- Educational Requirement: Bachelor's Degree and Juris Doctor (JD) degree from ABA approved law school.

Legal Assistant/Law Clerk

(Generally a college or university graduate and/or recipient of paralegal certification and at least 3 years of experience) - This category encompasses paraprofessional personnel with professional skills to provide assistance to Senior Counsel and Counsel in their respective undertaking of legal matters and with coordination skills to arrange legal project teams when appropriate.

- Educational Requirement: Bachelor's Degree

Paralegal / Law Clerk

Generally a college or university graduate and/or recipient of paralegal certification with training and at least 1 year experience in corporate, tax, bankruptcy, real estate, securities, contract, and / or mortgage banking law. Has professional skills to provide assistance to partners, associates and counsel in their respective undertaking of legal matters and has coordination skills to arrange legal project teams when appropriate.

- Educational Requirement: Bachelor's Degree.